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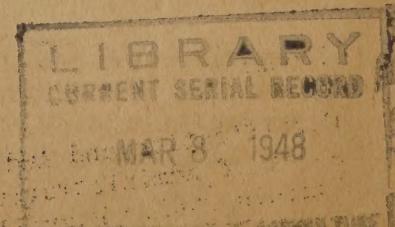
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UNITED STATES DEPARTMENT OF AGRICULTURE
✓ Rural Electrification Administration

✓ Administrative Memorandum

SUBJECT: Certification and Audit of Administrative Payrolls

1. The chief of each division shall, with respect to each pay period, certify to the Head, Internal Accounting and Travel Section, Administrative Services Division, the name of each employee assigned to his division who is entitled to salary for that period. Such certification shall show the inclusive dates and hours of the period for which each employee is to be paid. The Administrator, Deputy Administrator or the Assistant Administrator shall make a similar certification for the employees of the Office of the Administrator.
2. Upon completion of the administrative payrolls by the Administrative Services Division, the Head, Internal Accounting and Travel Section shall, after such preliminary review as may be practicable, forward the payrolls, together with any appropriate instructions, to the Disbursing Officer of the Treasury Department for the preparation of the salary checks. Thereafter, the Head, Internal Accounting and Travel Section shall be responsible for preparing, to the extent necessary in consideration of the quarterly General Accounting Office audit, an audit of the payrolls, for certifying the proper amount to be paid to each employee, and for promptly notifying the Chief of the Administrative Services Division to that effect.
3. The Chief of the Administrative Services Division, upon receipt of the salary checks from the Disbursing Officer of the Treasury Department, shall have the checks compared with the previously referred to notification with respect to the payment for services, hold all checks covered by an audit exception for return to the Disbursing Officer of the Treasury Department and promptly thereafter deliver those checks not involved by an audit exception to the appropriate division chiefs and to the Administrator, Deputy Administrator or the Assistant Administrator for distribution to the appropriate employees.



4. The Chief of the Administrative Services Division shall promptly transmit to the Disbursing Officer of the Treasury Department through the Head, Internal Accounting and Travel Section all checks withheld due to an exception without canceling or otherwise mutilating them. A schedule listing identifying information with respect to each such check shall form part of his transmittal communication. A copy of such communication shall be prepared and forwarded to the Head, Internal Accounting and Travel Section for his records.
5. The adjustment of the payment for services of an employee involved by a payroll exception shall be resolved by the Chief of the Administrative Services Division. Each supplemental administrative payroll shall be processed in the manner as heretofore described.
6. This Memorandum rescinds Administrative Memorandum dated December 13, 1944, and Revision No. 1, dated January 18, 1945, under the subject Certification and Audit of Administrative Payrolls. It also supersedes all other existing instructions in conflict with the provisions of this Memorandum.

Carl Hamilton
Acting Administrator

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